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# COMMONWEALTH OF VIRGINIA



## OFFICE OF THE GOVERNOR

### Executive Order 25 (2006)

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#### **CHIEF WORKFORCE DEVELOPMENT OFFICER COORDINATION OF WORKFORCE DEVELOPMENT**

##### **Importance of the Issue**

The quality and breadth of a state's workforce is critical to economic development. Individual readiness for the workplace is vital to career success. Accordingly, it is incumbent on state government to deliver, and to be as efficient, effective, and responsive as possible in delivering, workforce development services.

By virtue of the authority vested in me as Governor under Article V of the Constitution of Virginia and under the laws of the Commonwealth, including but not limited to Chapter 1 of Title 2.2 of the Code of Virginia, and subject to my continuing and ultimate authority and responsibility to act in such matters, I hereby assign authority for carrying out the state's responsibilities under Chapter 4.2 of Title 2.2, Sections 2.2-2669, 2.2-2670, 2.2-2674.1, 2.2-435.6 and 2.2-435.7 regarding the coordination of workforce development.

##### **Background**

The 2006 General Assembly enacted into law legislation creating the Chief Workforce Development Officer. The Governor is the Chief Workforce Development Officer and he may delegate that responsibility to a senior person on his immediate staff. The Chief Workforce Development Officer is responsible for the coordination of workforce development across Secretariats and ensuring that the Commonwealth's workforce development efforts are implemented in a coordinated and efficient manner.

A skilled workforce is central to Virginia's continued economic prosperity. It is the policy of the Commonwealth that there be a dynamic and substantive relationship between workforce development and economic development. Furthermore, it is essential that workforce development strategies embody skilled training and education and the purposeful development

of the Commonwealth's human resources. The skill development of the Commonwealth's human resources must achieve parity in areas of the state where individual skill levels do not meet the demands of employers and the economy in sufficient numbers.

It is the purpose of this Executive Order to ensure that an orderly transition occurs to implement the 2006 legislation and that appropriate responsibilities and duties are specified.

**Authority and Responsibility of the Chief Workforce Development Officer**

I hereby affirm and delegate to my Chief Workforce Development Officer (hereafter referred to as "Officer") the powers and duties enumerated below.

1. Serve as chief advisor to the Governor on all workforce development matters.
2. Establish the means, proportionately and fiscally, and work with the respective Cabinet Secretaries, to support the development and implementation of the workforce system. This shall include a system building staffing and resource pattern, which crosses Secretarial areas to carry out workforce development activities. The Officer shall establish a regular meeting schedule with appropriate Cabinet Secretaries and appropriate staff to ensure involvement and support.
3. In the event of the existence of unresolved problems to support proportionately and fiscally the development and implementation of the workforce system among the respective Cabinet Secretaries, the Officer shall report to the Governor and recommend appropriate action. The Governor shall have the ultimate responsibility for resolving any workforce system building problems regarding staffing and resource patterns that cross Secretarial areas.
4. Develop and implement the Commonwealth's Workforce Development Strategic Plan for the statewide delivery of workforce development and training programs and activities.
5. Direct the implementation and administration of the Workforce Investment Act (WIA).
6. Advise the Governor regarding, and direct the expenditures of, the 15% Governor's statewide WIA discretionary funds.
7. Direct and conduct annual evaluations of workforce development and training programs.
8. Make recommendations to the Governor on the allocation and reallocation of workforce development funds and resources.
9. Establish a Task Force of stakeholders to study and advise on resource allocation and reallocation. An interim report is due to the Governor by June 30, 2007. A final report is due to the Governor by April 30, 2008.

10. Serve as lead staff for the Virginia Workforce Council and hire subordinate staff for the Council.
11. Work with the Virginia Workforce Council and Cabinet Secretaries to ensure coordination and effectiveness of programs comprising the Virginia Workforce Network.
12. Direct and establish a regular system of communication to the Cabinet and the Virginia Workforce Council.
13. Represent the Governor on workforce development matters and at Virginia Workforce Council meetings. This includes the authority to vote on the Governor's behalf at Virginia Workforce Council meetings.

### **Duties of the Cabinet Secretaries**

1. The Secretaries of Commerce and Trade, Education, Health and Human Resources and Public Safety shall assign appropriate staff members to assist the Officer in carrying out the workforce development duties of the Officer.
2. The Secretaries shall meet regularly with the Officer. The respective Deputies shall also meet regularly with the Officer.
3. The Secretaries shall enter into a State Memorandum of Understanding (MOU) with the Officer, which sets forth the terms of agreement for cooperation and consultation with regard to the implementation of the WIA in Virginia and provides a model for local MOU implementation. This MOU shall also address support for funding of the staff of the Virginia Workforce Council. Unresolved problems among the Cabinet Secretaries regarding the entering into and implementation of the MOU shall be resolved according to the process in item number three under "Authority and Responsibility of the Chief Workforce Development Officer."

### **Duties of the Secretary of Commerce and Trade and the Virginia Employment Commission**

1. The Secretary of Commerce and Trade shall ensure coordination between the development of the Economic Development Strategic Plan and the Workforce Development Strategic Plan.
2. The Virginia Employment Commission (VEC) shall receive all federal funds allocated under Title I of the WIA and shall be the fiscal agent for the WIA. The VEC shall be responsible for implementing the compliance requirements for the Title 1 programs under the WIA. The VEC shall ensure that WIA funds are allocated and spent in accord with federal law, regulation and guidance.

3. The Office of the Chief Workforce Development Officer shall have budget authority. The VEC shall verify expenditures and conduct other appropriate administrative fiscal tasks.
4. The Officer shall enter into an MOU with the VEC outlining the fiscal agent and WIA Title I compliance responsibilities of the VEC.

**The Virginia Workforce Council (VWC)**

1. The Officer shall hire subordinate staff of the VWC.
2. The Officer shall work with the VWC in establishing standards, policies and procedures for the Virginia Workforce Network directed by the Workforce Development Strategic Plan.
3. The Officer shall work with the VWC in monitoring the effectiveness of Virginia Workforce Network Centers and recommending improvements.
4. The Officer shall serve and vote on the Executive Committee of the VWC.

This Executive Order shall be effective July 1, 2006, and shall remain in full force and effect until June 30, 2010, unless amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia this 23rd day of June, 2006.

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Timothy M. Kaine, Governor

Attest:

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Secretary of the Commonwealth